



EMPLOYMENT OPPORTUNITY

The Seminole County Supervisor of Elections Office is recruiting for the following position:

VOTER SERVICES CLERK

STARTING SALARY : \$9.00 PER HOUR

CLOSING DATE: OPEN UNTIL FILLED

GENERAL DESCRIPTION:

This position is responsible for performing advanced clerical work necessary to provide voter registration and other voter services in accordance with Florida Statutes. Primary focus is on effective and efficient customer service, data entry and records maintenance.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- 1 year of clerical experience to include extensive computer use in a customer service, public service or business office environment.
- Ability to establish and maintain effective public and interpersonal relations.
- Ability to follow detailed oral or written instructions.
- Ability to develop an understanding of Federal and Florida election laws, the elections office computerized registration system and relevant data entry procedures.
- Ability to type 35 cwpm.
- Ability to lift objects weighing approximately 25 pounds.
- Must possess and maintain a valid Florida Driver's License.
- Must be a registered voter in the State of Florida prior to appointment (Chapter 98.271, Florida Statutes).

MANDATORY SPECIAL REQUIREMENTS:

Able and available to work extended days and weekends as needed, with little or no advance notice, and perform related duties as assigned to meet the needs of the office.

APPLY: EMAIL QUINN@VOTESEMINOLE.ORG, FAX 407-708-7705, OR STOP BY OUR OFFICE AT 1500 E. AIRPORT BLVD., SANFORD, MON-FRI 8:00-5:00.